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11 December 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 11 December 1953

1. General

a. Transfer of Motor Pool Functions - (continued item)

Plans are being made whereby the Logistics Office can assume the responsibility for the operation of all motor pool activities in the Washington area. Indications are that the target date of 14 December 1953 which has been established for this transfer will be met. (AW UNDER STATE-MEMO)

b. Delineation of Responsibilities - (continued item)

2. Staff Items of Interest

a. Allotment of Funds for  - (new and completed item)

b. Briefing for  - (continued item)

Final plans have been made for the briefing of  Senior Representative  on Monday, 14 December 1953.

3. Administration

a. Career Service Program - (continued item)

Overseas Availability Cards (Form 36-265) have been received  the Logistics Office. Information contained on these cards will be utilized to establish a roster of employees scheduled for overseas assignment.

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#### 4. Transportation Division

25X1A6

25X1A11C

#### b. Operational Statistics, Week Ending 10 December 1953 - (continued item)

- (1) Trucking Operations:
  - (a) Tonnage Moved - 50 tons (out of town)
  - (b) Total Truck Mileage - 7,651 miles
- (2) Cargo Operations:
  - (a) Total Air Shipments - 24
  - (b) Total Surface Shipments - 63
- (3) Personal Property Shipments:
  - (a) Incoming Personal Property - 31
  - (b) Outgoing Personal Property - 10
  - (c) Incoming Privately-Owned Automobiles - 5
  - (d) Outgoing Privately-Owned Automobiles - 5

#### 5. Procurement Division

25X1X1

#### b. Contract Documents and Requisitions - (continued item)

##### (1) Contracts

Contractor

Commodity & Quantity  
Television equipment  
Generators & spare parts

Dollar Value  
\$12,928.  
12,575.

##### (2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	6	4	110	226	386
Received	23	16	10	126	175
Completed	26	16	9	106	157
Pending	3	4	111	226	354
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**6. Real Estate and Construction Division**

**a. TX Circuit - (new item)**

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**Acting Chief of Logistics**

LO/SS/ARL:mk (11 Dec 1953)

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